



POLICY AND ADMINISTRATIVE PROCEDURES

Manual of Policies and Procedures

Title

THE DEVELOPMENT AND IMPLEMENTATION OF PRE- RELEASE RE-ENTRY PROGRAMMING

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5(a)(8); IC 11-10-8-1 <i>et seq.</i> ; IC 11-10-8-6.5(a)(4); IC 11-10-9-1 <i>et seq.</i> ; IC 11-13-8-1 <i>et seq.</i>	01-01-101 02-02-101 01-02-101 02-04-104 01-03-103 03-03-101 01-04-101 01-04-105 01-07-101	CO: 2-CO-4G-01 ACI:4-4442; 4-4443

I. PURPOSE:

This policy shall establish a pre-release re-entry program with services to assist felony offenders to reintegrate into the community.

II. POLICY STATEMENT:

The Department of Correction recognizes that the majority of offenders incarcerated will be released into the community. These offenders will be released either on parole, probation or by discharge. In order to increase the potential for successful reintegration into the community, it is necessary that these offenders be provided certain programming and information. To do this, the Department shall develop and operate pre-release re-entry programming for all adult felony offenders who shall be released into the community. This programming is intended to provide the offenders with an opportunity to have their release needs identified and considered. To accomplish this task, staff will be expected to utilize all available resources.

This pre-release re-entry programming shall be provided to each offender in sufficient time to allow the offender to complete the necessary components of the program prior to release. In order to ensure that offenders receive this programming, the Department shall establish viable programming at adult facilities for all security levels. All adult felony offenders shall be required to participate in pre-release re-entry programming. For the purposes of this policy, the Department's Work Release Program shall be considered a type of pre-release re-entry program in which selected offenders may participate.

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The Department shall establish a curriculum for the pre-release re-entry programming. This curriculum may include: substance abuse treatment and education; living skills and family dynamics; educational advancement; and, community resources identification and job search training. The Department shall monitor the curriculum and modify it as necessary to ensure that it meets the needs of the offender population. This programming will be structured to make the most extensive use possible of staff, offender and community resources.

The Department shall prepare an annual report to be submitted to the Indiana General Assembly regarding the operation of the pre-release re-entry. Minimally, this report shall consist of the number of offenders who participated in the program and the types of programs in which the offenders participated.

III. DEFINITIONS:

For the purposes of these procedures, the following definitions are presented:

- A. Pre-Release Re-Entry Program: A multi-faceted program established at all adult facilities to provide information to offenders prior to their release from the Department to aid in community reintegration.
- B. Pre-Release Re-Entry Program Director: The Central Office Division Program Manager responsible for overseeing the development and operation of the department's Pre-Release Re-Entry programs.
- C. Re-Entry Coordinator: The staff person designated by the Facility Head to coordinate the development, operation, supervision and administration of a Pre-Release Re-Entry program at the facility.
- D. Re-Entry Director: The staff person responsible for the creation and delivery of a seamless re-entry program that promotes the successful re-integration of offenders into the community.

IV. ESTABLISHMENT OF PRE-RELEASE RE-ENTRY PROGRAMS:

The Commissioner shall establish Pre-Release Re-Entry programs for all adult offenders who have been convicted of a felony and who are released from a Department facility. These programs shall be designed to assist the offender with self-improvement programs, job search skills and family values to prepare them for a successful return to the community.

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Pre-Release Re-Entry programs shall be established at all adult facilities. ATTACHMENT I indicates the specific Pre-Release Re-Entry programs which are available at the facilities.

Attendance in a Pre-Release Re-Entry program prior to release shall be mandatory. The type of program that the offender attends shall be determined by the facility's Re-Entry Coordinator. Refusal of an offender to participate in a Pre-Release Re-Entry program shall result in a disciplinary action against the offender for refusing an assignment.

Operational procedures shall be developed by each facility offering a Pre-Release Re-Entry program and shall include a summary of the program. This summary shall include: the type of Pre-Release Re-Entry program offered to offenders; information regarding how and when the program will be offered at the facility, including how offenders in special units (e.g. segregation units) shall be offered the program; and, any additional information deemed necessary by the facility to give a clear understanding of the program. This summary shall be made an attachment to the approved operational procedures for the facility's Pre-Release Re-Entry program.

V. ADMINISTRATION OF PRE-RELEASE RE-ENTRY PROGRAMS:

The Pre-Release Re-Entry Program Director and the Re-Entry Director shall assist the facilities with Pre-Release Re-Entry programming and will review the overall operation of the programs, including the monthly reports and annual audits.

The Facility Head shall designate an employee (with notification to the Central Office Re-Entry Director) to serve as that facility's Re-Entry Coordinator. The facility Re-Entry Coordinator shall coordinate the Pre-Release Re-Entry program at the facility and may supervise the instruction of the program, including presenting information to offenders in the program. The Re-Entry Coordinator shall have access to all areas of the facility. The Re-Entry Coordinator shall report to the Assistant Superintendent of Re-Entry.

The duties of the Re-Entry Coordinator include, but are not limited to:

- A. Assist the Facility Head in the development of a Pre-Release Re-Entry program as approved by the Re-Entry Director;
- B. Organize the presentation of the curriculum for the program;
- C. Supervise the instruction of the curriculum and/or teaching portions of the program;

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- D. Contact outside resources to assist in the delivery of material;
- E. Determine which Pre-Release Re-Entry program offenders shall receive;
- F. Ensure offenders are made aware of the program and scheduled to attend in accordance with this policy and administrative procedures;
- G. Compile information on offenders attending Pre-Release Re-Entry programs;
- H. Complete a monthly report on Pre-Release Re-Entry programming;
- I. Assist in the annual audit of the Pre-Release Re-Entry program;
- J. Assist offenders with special needs and aid in the provision of services needed after the offender's release by coordinating with the appropriate community resources. This assistance shall include, but is not limited to, special requests by the offenders which are deemed applicable to the individuals' successful reintegration to the community (i.e., parole, probation, community corrections, community services, education, substance abuse, employment, etc.);
- K. Determine whether the offender is in need of a birth certificate, Social Security Card or should be enrolled in the Social Security Disability program and assist the offender to obtain the necessary documentation as indicated in the administrative procedures for Policy 01-04-105, "Adult Offender Releases"; and,
- L. Coordinate with Classification and Unit Management Team in preparing the release of each offender.

VI. RE-ENTRY PROCESS

- A. The re-entry process shall begin in accordance with the time frames outlined in the administrative procedures for Policy 01-04-105, "Adult Offender Releases," and Policy 01-07-101, The Development and Delivery of Re-Entry Services."

Programming will be offered through the various treatment modalities, such as education, vocation, substance abuse and SOMM, as recommended by the Re-Entry Accountability Plan (RAP). Although the

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recommended programs will continue to be provided, the focus will shift to the re-entry activities.

- B. The Re-Entry Coordinator shall ensure that each offender is evaluated as follows:
1. Determine the appropriate Pre-Release Orientation Program:
 - a. Standardized Pre-Release Orientation Program (SPOP)
 - b. Modified Pre-Release Orientation Program (MPOP)
 2. Identify offenders who have special release needs that must be addressed and coordinate with Unit Team staff and Classification Coordinator to ensure that those needs are addressed.
 3. Provide Unit Team Staff with information obtained during the Pre-Release Orientation Program to assist in the preparation of release reports and placement in the community.

VII. TYPES OF PRE-RELEASE RE-ENTRY PROGRAMS:

The Department has established two (2) types of Pre-Release Re-Entry programs. The curricula for these programs shall be developed by the Re-Entry Director with assistance from other staff and shall be standardized for all Department facilities. The types of programs are:

- A. Standardized Pre-Release Orientation Program (SPOP);
- B. Modified Pre-Release Orientation Program (MPOP).

VIII. STANDARDIZED PRE-RELEASE ORIENTATION PROGRAM (SPOP):

The Standardized Pre-Release Orientation Program (SPOP) is the basic Pre-Release Re-Entry program provided to most offenders. This program shall consist of a 65-hour core curriculum and at least an additional 15-hour curriculum determined by each facility Re-Entry Coordinator. The SPOP is presented in a group setting.

ATTACHMENT II presents the curriculum for the SPOP. Each facility shall determine the exact manner in which this material is presented; however, the facility shall ensure that the entire curriculum is presented.

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A "Standardized Pre-Release Orientation Program" form (ATTACHMENT III) shall be completed for all offenders who are assigned to SPOP. This form shall indicate the offender's completion of each segment of the program or the reason/documentation why the segment was not completed.

IX. MODIFIED PRE-RELEASE ORIENTATION PROGRAM (MPOP):

The MPOP information may be presented individually in special needs situations as deemed necessary by the Re-Entry Coordinator. These special situations may include, but are not limited to: security, disciplinary, medical, education or time restraint circumstances.

A "Modified Pre-Release Orientation Program" completion form (ATTACHMENT IV) shall be submitted for each offender who has participated in the program. This form shall contain: (1) the reason for participation; (2) the date of completion; and, (3) appropriate signatures. This form documents that the offender was provided with appropriate material consistent with program requirements and shall be filed in the offender's packet.

The minimum curriculum for the MPOP shall consist of the following general topics:

- A. Job search skills;
- B. Educational opportunities;
- C. Substance abuse education;
- D. Community resources;
- E. Domestic violence; and
- F. Sexually transmitted diseases.

A MPOP shall be "individualized." An offender may receive individualized attention from the Re-Entry Coordinator, which may involve the employment of tutors and clerks.

The classes attended and the hours of participation shall be included on the MPOP completion form. The hours of participation may vary for completing an enhanced MPOP in a classroom setting depending upon the changing needs of the facility and the facility's offender population.

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X. SOMM OFFENDER RE-ENTRY PROGRAM:

Approximately, seven (7) to nine (9) months before their release, Classification or other designated staff shall identify all sex offenders to be released to probation and parole and prepare a list of these offenders which will be provided to the SOMM Re-Entry staff. Additionally, a copy of this list is to be given to the Re-Entry Coordinator at the facility. The Re-Entry Coordinator shall send letters to the identified offenders instructing them to report for the SOMM Re-Entry Program on a specified date during their Re-Entry Pre-Release Program. This letter should be sent to the offenders approximately one (1) week prior to the scheduled date of the SOMM Re-Entry Program.

The SOMM RE-Entry Program shall meet with the offenders in a group setting. Offenders who are being released to probation or parole will meet together. The SOMM Pre-Release Program shall be for a period of two (2) to three (3) hours on the date specified. All offenders identified as sex offenders shall be required to attend this program.

During the SOMM Re-Entry Program, the offenders shall be provided with materials in a folder with the following information: Parole District Roster, SOMM program information (including treatment and polygraph information), SOMM Support Person Identification Form, and SOMM Placement Request Form. Additionally, SOMM Re-Entry staff shall instruct the offenders on the following topics:

- A. The difference between the SOMM Parole Program and Probation requirements;
- B. Sex Offender Standard and Special Parole Stipulations;
- C. Sex Offender Registry requirements;
- D. Parole Districts and SOMM Parole Agents;
- E. SOMM Treatment Providers and payment obligations;
- F. SOMM Polygraph Guidelines and payment requirements;
- G. Contacting family members for support; and,
- H. Making family members or others aware of stipulations and requirements of the SOMM program.

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During the SOMM Re-Entry Program, the offenders shall be provided with copies of the SOMM Support Person Identification Form and the SOMM Placement Request Form. Staff shall explain the purpose of these forms and advise the offenders that they are to complete these forms and give the completed forms to their Case Managers no later than a specified date.

The staff person presenting the SOMM Re-Entry Program shall prepare a list of all offenders who attended the program. This list shall indicate that the offenders were provided with the above forms and the date that these forms are to be submitted to the Case Manager(s). The offenders' Unit Manager(s) is to be given a copy of the list of offenders who attended the SOMM Re-Entry class and the date the forms are due. If an offender fails to turn in the forms by the date specified, the offender's Case Manager shall meet with the offender to discuss these forms and why they were not submitted as instructed.

Once the Case Manager receives the completed forms, the forms shall be reviewed with the offender and the most appropriate placement options identified. The identified placement options are to be entered into the PCM system and the Placement Identification Form filed in the Parole Section of the offender's facility packet. The Support Person Form shall be forwarded to SOMM Re-Entry staff.

XI. WORK RELEASE:

Those offenders who meet the necessary Classification criteria may be assigned to a Work Release Program. Each Work Release Center shall determine what type of program is best suited for the needs of the offenders and shall ensure that each offender released on parole, probation or discharge is provided this program.

Each Work Release Center shall submit a summary of its program to the Director of Re-Entry for review and approval. The summary of the program shall be submitted for review and approval no later than November 30 each year.

XII. ASSIGNMENT TO PROGRAM:

All offenders shall be assigned to a Pre-Release Re-Entry program within one (1) year prior to their release from the Department to allow the offender to complete the appropriate components of the program. Every effort shall be made to retain the offender in the program until completion. The Classification Coordinator shall advise the Re-Entry Coordinator of those offenders who are within eighteen (18) months of release.

The Re-Entry Coordinator shall ensure that offenders are assigned to the appropriate Pre-Release Re-Entry program within the time frame to allow

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maximum participation in the program prior to release. The Re-Entry Coordinator shall ensure that the MPOP material is delivered to the selected offenders and that a receipt is signed for these materials. (See ATTACHMENT IV.)

Each facility shall determine the appropriate manner in which to present the program (e.g. a full time assignment, one-half (½) day assignment, evening programs, etc.). Each facility providing a Pre-Release Re-Entry program shall provide the Pre-Release Program Director with a copy of the proposed program, including time frames and length of assignment.

XIII. OFFENDER WAGES:

Offenders assigned to a Pre-Release Re-Entry program will be paid at the rate indicated in the administrative procedures for Policy 02-01-106, "Offender Work Assignments and Pay Schedules."

XIV. TRANSITION INTO THE COMMUNITY:

To assist the offender in transitioning into the community, the Re-Entry Coordinator shall work with the Unit Management Team, the Medical Transition Coordinator and the Classification Coordinator to address any special needs of the offender. If additional visits or telephone calls are necessary during the re-entry process, they will be coordinated through the Unit Management Team and Classification Coordinator to ensure that the Re-Entry Accountability Plan is followed. When considering additional visitation or telephone calls, staff shall ensure that the security and safety of the public, staff and offenders are not jeopardized.

Each facility shall advise the Pre-Release Re-Entry Program Director as to any change in privileges for the offenders assigned to the Pre-Release Re-Entry program. This information may be included in the monthly summary of the program submitted to the Director.

XV. USE OF COMMUNITY RESOURCES:

When developing a Pre-Release Re-Entry program, the Re-Entry Coordinator shall attempt to utilize community resources as much as possible and shall include the use of written materials, internet resources and any other resources provided by community agencies or the guest presenters.

The use of community resources shall enhance the presentation of the material in the curriculum for the SPOP and MPOP. The information presented by the

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community resource(s) shall be relevant to the topics of the curriculum and to the offenders assigned to the program.

Any use of community or outside resources shall be approved by the Re-Entry Director and/or Facility Head. At all times, the use of community or outside resources shall be consistent with the safety and security of the facility.

Whenever guest speakers are used, they may be considered "special visitors" to the facility and may not be required to complete an application to be a volunteer. Guest speakers shall be selected based upon their expertise in a particular topic. Facility staff may be used if applicable. Following the approval of the guest speaker by the Facility Head or designee, the Re-Entry Coordinator shall provide the guest speaker with a brief orientation of the Pre-Release Re-Entry program and the visitation rules, including the trafficking laws. The Re-Entry Coordinator shall ensure that all necessary passes or clearances for the guest speaker are arranged prior to the scheduled appearance.

XVI. MONTHLY REPORT:

The Pre-Release Re-Entry Program Director shall develop a standardized format for reporting the number of offenders participating in a Pre-Release Re-Entry program and the type of programs being utilized as well as any other information deemed necessary. ATTACHMENT V presents the format to be used for the monthly report.

The facility Re-Entry Coordinator shall complete this report monthly. This report shall include all of the requested information and any comments relevant to the activities of the Pre-Release Re-Entry program.

This report shall be forwarded to the Pre-Release Re-Entry Program Director by the tenth (10th) day of the following month. The facility Re-Entry Coordinator shall maintain a copy of this report.

The Pre-Release Re-Entry Program Director shall compile the information provided in the facilities' monthly reports into a Department report. A copy of this report shall be submitted to the Re-Entry Director.

Additionally, the monthly reports will be used to compile information for an annual report to be submitted to the General Assembly.

XVII. AUDIT:

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Prior to December of each year, an annual audit of each Pre-Release Re-Entry program shall be conducted by the Pre-Release Re-Entry Program Director and/or designated staff. This audit shall review each program to ensure that all approved aspects of the SPOP and MPOP are in place and offered to offenders. Additionally, the audit shall be used to determine any necessary improvements in the Pre-Release Re-Entry program.

The Re-Entry Director and/or designated staff shall establish a schedule for the audit of each facility Pre-Release Re-Entry program. The facilities shall be advised of this schedule in advance so that they may have all necessary information available for the auditor(s).

XVIII. ANNUAL REPORT:

Prior to January 1 of each year, the Re-Entry Director or designated staff shall prepare an annual report indicating the total number of offenders participating in the Pre-Release Re-Entry program and the types of programs in which the offenders participated. This report also shall include any changes in the Pre-Release Re-Entry program curriculum and any other significant changes.

The Director shall submit this report to the Executive Staff for review and approval. Once this report has been reviewed and approved by the Executive Staff, the Commissioner shall prepare a cover memorandum and submit a copy of this report to the General Assembly by January 1 of each year.

XX. APPLICABILITY:

These administrative procedures are applicable to all adult offenders and all Department facilities that house adult offenders. Offenders with a warrant and/or detainer shall be considered for program participation on a case-by-case basis.

Signature on File

J. David Donahue
Commissioner

5/15/06

Date